ENGI 330/530 Course Syllabus and Student Agreement

ENGI 330 (530) provides Rice engineering undergraduates (graduate students) with the opportunity to earn course credit through a technologically appropriate, *summer* industrial internship that includes a professional development component not easily obtained on campus. Before you can enroll in ENGI 330/530 you must complete the following steps:

1. **Locate an appropriate internship**. Internship possibilities can sometimes be found through the Center for Career Development at Rice or through individual departments.
2. **Identify a faculty member from your major department who agrees to be the Rice faculty sponsor for the internship**. This sponsor will review a 4-5 page report you will write and submit at the end of the internship and send an evaluation to the course instructor regarding the technical skills and quality of the work you demonstrated during the internship, with emphasis on new technical knowledge and skills you acquired.
3. **Identify an industrial mentor/manager** with whom you will be working closely and who agrees to (a) read your report and confirm that it is an accurate description of the technical work you performed during the internship, (b) provide feedback on how well you were prepared for the internship, and (c) provide additional feedback about your professional development over the period of the internship.

Your report, the evaluation from your faculty sponsor, and the feedback from your industrial mentor/manager MUST be submitted to the course instructor (see below) no later than two weeks following the completion of the internship .

Registering for ENGI 330/530:

You must get a special registration form signed by the instructor of record for the course (not your faculty sponsor). Before the instructor will sign the form, s/he must have written confirmation from both the faculty sponsor and the industrial mentor/manager that they agree to the requirements in 2 and 3 above, and that they will provide the required information **within two weeks of the end of the internship or the end of the exam period in the semester in which ENGI 330 or ENGI 530 is taken, whichever is earlier.** The confirmation may be in the form of an email.

Student agreement:

I have read and understood the requirements for enrollment in ENGI 330 (530) and agree to them. I acknowledge that it is my responsibility to obtain the agreements from my faculty sponsor and industrial mentor/manager prior to registering for this course, and to ensure that they submit the required information by the deadline.

_____	_____	_____
Print name	Signature	Date